

[AGENCY NAME]

[Street Address]  
[City, State, Zip]  
[Email/Website]

INVOICE

# [0000]  
Date: [Date]  
Due Date: [Date]

CLIENT

[Client Company]  
[Contact Name]  
[Client Address]  
[Client Email]

PROJECT

[Project Name/Campaign]  
Account Manager: [Name]  
PO Number: [0000]

| Description                                  | Quantity/Hrs | Rate       | Amount     |
|----------------------------------------------|--------------|------------|------------|
| [Service Name - e.g., Brand Identity Design] | [0.00]       | [\$[0.00]] | [\$[0.00]] |
| [Service Name - e.g., Strategy & Research]   | [0.00]       | [\$[0.00]] | [\$[0.00]] |
| [Service Name - e.g., Social Media Assets]   | [0.00]       | [\$[0.00]] | [\$[0.00]] |

Subtotal \$[0.00]  
Tax ([0]%) \$[0.00]  
Total Due \$[0.00]

PAYMENT INSTRUCTIONS

Bank: [Bank Name] | Account: [Number] | Routing: [Number]  
Please include invoice number with your payment. Thank you for your business.